



WORKFORCE DEVELOPMENT COUNCIL

317 W. Main Street, Boise, ID 83735-0790

NOTICE OF MEETING

Lewis-Clark State College

Williams Conference Center (WCC)

4th Street, Lewiston, Idaho 83501

Meeting Location: Clearwater/Snake River Room

Lunch Location: Selway/Lochsa Room

Tuesday, April 8, 2003:

- 8:30 a.m. – 5:00 p.m.: **Full Council:** Clearwater/Snake River Room
- 12:00 p.m.– 1:00 p.m.: Working Lunch: Selway/Lochsa Room

Hotel Accommodations: **Holiday Inn Express, 2425 Nez Perce Drive, 1-208-750-1600.** Please make your room reservations as soon as possible. Contact them prior to **March 25** and tell them you are attending the **Workforce Development Council** meeting to receive the special rate of \$55 for a single/double room. Billing for room charges for Council members will be sent to the Idaho Department of Labor for direct payment. Members should pay incidentals and any additional guest charges. Authorized expenses should be reported on the Travel Form. Interested parties will be responsible for their room charges. Should you need to cancel your reservation, they ask for 24-hours' notice.

Shuttle Service for Hotel Guests: For those flying in to the Lewiston - Nez Perce County Regional Airport (LWS): If you let the Holiday Inn Express know in advance your time of arrival at the airport, they will make arrangements to pick you up at the airport at that time; if they are unable to do so, they will call a taxi service for you.

We will make arrangements for transportation to LCSC based upon requests from members on the RSVP notice.

Airline Reservations: You will need to make travel arrangements as soon as possible to get the best airfares. Request the State of Idaho government fare if it is available from your area and if it is the lowest fare.

Travel Form: Council members will be reimbursed for travel. Members driving their private vehicle will be reimbursed at the rate of 0.36 cents per mile (effective 01/02/03) based on the State's Travel Mileage Chart. The in-state per diem allowance is \$30/day and includes meal tips and tips for services paid at airports and hotels. The breakdown for each meal is: \$7.50 for breakfast, \$10.50 for lunch and \$16.50 for dinner.

LCSC Campus Map and Driving Directions to Williams Conference Center parking will be included in the Council packet.

Special Accommodations for Persons with Disabilities: If you have any special needs that we can address, please notify Alice Taylor no later than 7 days in advance. Thank you.

For further information:

On logistics: Please contact Alice Taylor, Workforce Systems, Idaho Department of Labor, phone (208) 332-3570 ext. 3313, FAX (208) 332-7417 or e-mail ataylor@labor.state.id.us

About the Workforce Development Council: Please contact Pat Debban, Idaho Department of Labor, phone (208) 332-3570 ext. 3308.